

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**



**AIR FORCE INSTRUCTION 13-203**

**AIR EDUCATION AND TRAINING COMMAND**

**Supplement 1**

**23 JUNE 2003**

**Space, Missile, Command, and Control**

**AIR TRAFFIC CONTROL**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(CMSgt Gary Thompson)  
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**AFI 13-203, 5 May 2003, is supplemented as follows:**

This publication is not applicable to the Air National Guard (ANG) or Air Force Reserve Command (AFRC). Maintain and dispose of records created by prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

**SUMMARY OF REVISIONS**

**This publication has been substantially revised and must be reviewed completely.** It includes new points of contact for MAJCOM air traffic control (ATC) coordination to include waivers, traffic reporting, and local operating procedures (LOP) review; incorporates administration requirements for routing LOPs, maintaining indexes, training documentation, standardized operations memorandum format (Attachment 10); includes requirements for units to coordinate with union officials for potential changes in work conditions; outlines minimum staffing requirements for AETC ATC; establishes certification requirements for chief controllers (CCTLR), chief, air traffic control automation (CATCA), and air traffic control systems specialist (ATCSS) positions; includes general guidelines for selection responsibility of assistant chief, air traffic control training (ACATCT) and assistant chief, standardization and evaluation (ACSE) positions; establishes new AETC ATC staffing reporting requirements; expands medical qualification requirements as contained in FAAO 3930.3A; establishes mandatory preduty familiarization briefing items; provides additional guidance for use of checklist and conducting map/radar alignment and performance checks; adds Class A RSU to recording priority list; provides supplemental guidance for programmable indicator data processor (PIDP) facilities and PIDP minimum safe altitude warning (MSAW); restricts use of automatic releases during USAF instrument flight rules (IFR) weather and radar outages; provides additional guidance for determining usable radar target; provides command guidance on use of GPN-22 radar systems in both tracking and scan only configurations; provides additional restrictions on radar monitoring; clarifies where

recommended altitudes must be located; provides command RSRS criteria; and provides additional command guidance and restrictions on use of qualified apprentice controllers.

1.3.1.4. (Added)(AETC) Forward waiver renewal requests to HQ AETC/DOYF no later than 60 days prior to expiration.

1.3.1.5. (Added)(AETC) FAA waiver renewal requests shall be forwarded to HQ AETC/DOYF NLT 6 months prior to expiration.

1.3.4. (Added)(AETC) The AETC office of primary responsibility (OPR) for air traffic control (ATC) procedural waivers, waiver renewal, special use airspace waivers, and publication change requests is [HQ AETC/DOYF](#).

1.7. Maintain an index of required publications in a facility operating instruction.

1.8. MAJCOM will make every attempt to approve, or make recommendations for approval, for all local operating procedures (LOP) within 30 days of receiving the LOP. LOPs are reviewed in the order in which they are received, except for emergency situations.

1.8.2. Use the format in Attachment 11 (Added)(AETC) for all revised or newly developed operations memorandums.

1.8.6. (Added)(AETC) MAJCOM review process:

1.8.6.1. (Added)(AETC) Submit LOPs for MAJCOM review by mailing drafts to HQ AETC/DOYF, 1 F Street Suite 2, Randolph AFB TX 78150-4325, or e-mail LOPs to [HQ AETC/DOYF](#).

1.8.6.2. (Added)(AETC) Units will forward a copy of the final published LOP to HQ AETC/DOYF. Forwarded copy may be mailed or e-mailed. E-mailed copies of approved LOPs need to indicate that the proper authority has signed the document.

1.9.1. (Added)(AETC) If applicable, and in accordance with local guidance and collective bargaining agreements, units should notify union representation in advance of revisions. This notification should allow for union review of procedures to ensure they do not adversely affect working conditions. The intent of the review is not to seek approval for assignment of work.

2.1.2.2. Chief controllers (CCTLR) shall be certified in a position that involves actively controlling aircraft (for example, excludes such positions as assist, flight data, clearance delivery). Complex CCTLRs shall be certified in a control position in each facility.

2.1.3.1.2. Outline facility staffing requirements in a LOP.

2.1.3.1.8. (Added)(AETC) Ensure personnel assigned are properly reflected in the unit personnel manpower roster.

2.5. Applies to watch supervisor (WS), senior controller (SC), or controller-in-charge (CIC).

2.5.1.3. A WS, CIC, or SC may be appointed through the use of duty schedules or AF Form 623A, **On-the Job Training Record—Continuation Sheet**, entries signed by the CCTLR.

2.6.1.2. All CATCAs, including GS2152s, must obtain required certifications within 12 months of assignment.

2.7.1.2. All ATCSSs, including GS2152s, must obtain required certifications within 12 months of assignment.

2.8.5. (Added)(AETC) If required, the CCTLR appoints a qualified ACATCT, ACSE, and ATSN, after coordination with the CATCT, CSE, or TSN, and the concurrence of the AOF/CC.

2.9.1. During wing flying and when sufficient staffing is available, control towers will maintain a watch supervisor (WS) concept, and staff all positions decombined. Define wing/base flying in the base airfield operations instruction (AOI).

2.9.2. During wing flying, and when sufficient staffing is available, radar approach control (RAPCON) facilities will maintain a WS concept. Each radar scope position, excluding radar final control (RFC), must have the accompanying assistant controller position open.

2.9.2.1. (Added)(AETC) Little Rock AFB RFC facility may operate under a SC concept.

2.9.5. (Added)(AETC) MAJCOM validated operating positions and hours are contained in Attachment 12 (Added)(AETC).

2.9.6. (Added)(AETC) Unit ATC staffing reports.

2.9.6.1. (Added)(AETC) AOF/CC or designated representative shall:

2.9.6.1.1. (Added)(AETC) Ensure all personnel data is properly recorded in unit personnel manpower rosters (UPMR) and corresponds with ATC staffing reports and unit manning document (UMD).

2.9.6.1.2. (Added)(AETC) Remove apprentice controllers that have been awarded a 364 or 056 from UMD P-Coded manning positions and assigned to the appropriate operational facility manning position.

2.9.6.1.3. (Added)(AETC) Forward monthly ATC staffing reports to HQ AETC/DOYF no later than the last duty day of each month.

2.9.6.1.4. (Added)(AETC) Ensure that only the DOYF provided spreadsheet is used, and that the spreadsheet fields, categories, or reportable information are not modified.

2.9.6.1.5. (Added)(AETC) Forward requests for modifications to the spreadsheet to HQ AETC/DOYF for approval and implementation.

2.9.6.1.6. (Added)(AETC) Provide CCTLRs copies of ATC staffing reports.

2.9.6.2. (Added)(AETC) CCTLRs shall:

2.9.6.2.1. (Added)(AETC) Ensure personnel data for their respective facilities is properly recorded in UPMR, and corresponds with ATC staffing reports and the UMD.

2.9.6.2.2. (Added)(AETC) Notify the AOF/CC of personnel changes that affect ATC staffing reports.

2.9.6.3. (Added)(AETC) Reporting criteria (**NOTE:** This reporting requirement is exempt from reports control symbol according to AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*, paragraph 2.11.12.):

2.9.6.3.1. (Added)(AETC) Newly assigned qualified controllers will be considered usable once position certified or after 60 days on station, whichever occurs first.

2.9.6.3.2. (Added)(AETC) Show absences greater than 14 days, other than regular leave status, on the manning report as not available.

2.10.1.7. (Added)(AETC) All GS-2152/contract controllers must obtain a Federal Aviation Administration (FAA) Class II medical certificate. This certificate can only be issued by FAA-approved flight surgeons. In the event civilian controllers must use nonmilitary flight surgeons, then the following procedures shall apply:

2.10.1.7.1. (Added)(AETC) Reimburse GS-2152 Department of Defense (DoD) controllers for physical examination expenses by submitting a Standard Form 1164, **Claim for Reimbursement for Expenditures**

**on Official Business.** The completed form is approved by their supervisor and certified by the unit's resource advisor.

2.10.1.7.2. (Added)(AETC) Pending GS-2152 DoD new hires are also reimbursed for the expenses of initial physical examination regardless of whether or not they are determined to be qualified.

2.10.1.7.3. (Added)(AETC) Units shall use noncivilian pay, and O&M funds from within their current program authority. Cite other purchased services EEIC 592 in the accounting classification.

2.10.1.7.4. (Added)(AETC) Specific information regarding physical qualifications may be referred to the regional FAA Flight Surgeon Office:

2.10.1.7.4.1. (Added)(AETC) Southern Regional Flight Surgeon: ASO300 – (400) 305-6150.

2.10.1.7.4.2. (Added)(AETC) Southwestern Region Flight Surgeon: ASW300 – (817) 222-5300.

2.10.1.7.4.3. (Added)(AETC) Western Pacific Region Flight Surgeon: AWP300 – (310) 725-3750.

2.10.1.7.4.4. (Added)(AETC) Northwest Mountain Region Flight Surgeon: ANM300 – (425) 227-2300.

2.10.3.4. Except during formal position certification/facility rating evaluations, the qualified controller in position will fully assume control of the position, and issue instructions to all air traffic while emergency aircraft are under their position's control, or within their area of jurisdiction. This does not include vehicular traffic operating on the airfield.

3.1.3.3. Specify procedures in the facility operating instruction.

3.5.1.1. E-mail quarterly traffic count files to [HQ AETC/DOYF](#).

4.4.1. The following items are required in preduty familiarization briefings:

4.4.1.1. Status information areas/boards.

4.4.1.2. All pertinent equipment outages.

4.4.1.3. Include runway in use, airfield closures, runway surface condition, and pattern status.

4.4.1.4. Airport activities; to include, but not limited to; snow removal, vehicle operations, construction, as applicable.

4.4.1.5. Current/forecasted altimeter and trends.

4.4.1.6. Current and forecasted weather information for your area of jurisdiction. Weather advisories, warnings, HIWAS, SIGMET, CWA, and AIRMET reports applicable to your area of responsibility.

4.4.1.7. Include status of special use airspace, assault strips, drop zones and para-drop areas as applicable.

4.4.1.8. Include staffing limitations (for example, single PAR approach capability, etc.).

4.4.1.9. Include exercises, etc.

4.4.1.12. (Added)(AETC) Local notice to airmen (NOTAM) affecting your area of responsibility.

5.1.1. CCTLR may establish separate detailed checklists for each scheduled shift.

5.1.3.2. CCTLR shall define alternate procedures to use in the event the primary designated position is malfunctioning or out of service.

5.2. The Standard Terminal Automated Replacement System with an operational GPS receiver is considered a coded time source.

5.4. For Class A Runway Supervisory Unit (RSU), recording priority is after SOF and before LMR nets.

5.8.1. Include simultaneous operations procedures in the base AOI.

**5.10.6. (Added)(AETC) Programmable Indicator Display Processor (PIDP).** Units using PIDP shall comply with the following procedures:

5.10.6.1. (Added)(AETC) CCTLR shall establish procedures to check PIDP minimum safe warning alarms (MSAW). Accomplish checks weekly and document in the facility events log.

5.10.6.2. (Added)(AETC) Except for emergency requirements, submit any needed changes in site-unique PIDP or MSAW data at least 120 days in advance. Submit changes to AETC/DOYF for review and forward to HQ ESC OL-D/E/TG/3S, Tinker AFB, OK. Each PIDP equipped unit will maintain the following site-unique data, as appropriate:

5.10.6.2.1. (Added)(AETC) AF Form 3645, **PIDP Submission Form**.

5.10.6.2.2. (Added)(AETC) Current 15 and 60 nautical mile (NM) MSAW charts and data.

5.10.6.2.3. (Added)(AETC) Reflection discrimination data, if used.

5.10.6.2.4. (Added)(AETC) Low Altitude Alerting System (LAAS) data products for TPX-42/980B.

5.10.6.2.5. (Added)(AETC) LAAS data products for TPX-42-only versions of digital bright indicator tower equipment (DBRITE).

5.18. (Added)(AETC) RSUs are portable or fixed shelters where nonair traffic control personnel observe arriving and departing aircraft. This unit is near the active runway, and has two-way air-ground communications. AOF/CC will coordinate with appropriate flying organizations on the location and access to RSUs. **NOTE:** RSU operations, including staffing, equipment, and maintenance are not a function of the airfield operations flight.

6.5.5. MAJCOM (HQ AETC/DOYF) approval is contingent upon specific requirements (for example, training and certification, LOPs, etc.) of AFI 13-203, paragraph 6.5.5 being met.

6.5.7. Outline procedures in a LOP.

6.9.1. When weather conditions are less than 1500 feet ceiling and/or less than 3 miles visibility automatic releases are not authorized.

6.9.3. (Added)(AETC) Cancel automatic releases during radar or DBRITE outages unless IFR departure separation, specified in minutes, is established in a LOP.

7.1.3.2. (Added)(AETC) Where the ATCALs commissioning evaluation report specifies usable target strengths, more restrictive than AFI 13-203, a usable target shall meet commissioning evaluation criteria.

7.3.1. Detail procedures in facility operating instructions.

7.5.1. For AN/GPN-22 systems the CCTLR will ensure controllers display both radar data and symbology. FAA flight inspection annotation of "unrestricted" in the commissioning or periodic report does not meet the intent of this paragraph. The report must specify the limitations and capabilities in the remarks section. The AOF/CC or designated representative should make the request to evaluate "Scan Only" through the flight standards flight inspection office.

7.8. Outline requirements in the base AOI.

7.8.3. With the exception of radar in-trail recoveries, facilities providing monitoring service shall ensure the final controller does not monitor/accept more than two aircraft or flights simultaneously. A controller is authorized to monitor only one radar in-trail recovery (up to four aircraft) simultaneously.

7.9.4. Recommended altitudes must be available at positions that are designated to provide ASR approaches.

7.16. Detail sector boundaries in conjunction with position responsibilities in the facility operating instruction.

8.1. The AOF/CC will brief facility CCTLR and the chief airfield management (CAM) on exercise inputs affecting airfield and flying operations.

8.5. Reduced same runway separation (RSRS) is authorized for AETC assigned aircraft as stipulated in Attachment 13 (Added)(AETC).

8.5.3. (Added)(AETC) The OG/CC may authorize RSRS during wet runway operations based on local surface conditions. Outline procedures in the base AOI.

8.5.4. (Added)(AETC) RSRS may not be applied:

8.5.4.1. (Added)(AETC) To any situation involving an emergency aircraft.

8.5.4.2. (Added)(AETC) Between trainer-type aircraft and any other nontrainer aircraft.

8.5.4.3. (Added)(AETC) To any operations involving T-43 aircraft.

8.5.4.4. (Added)(AETC) To any situation involving an aircraft cleared for the option.

8.5.4.5. (Added)(AETC) When the runway condition reading (RCR) is less than 14 or breaking action reports of less than fair are reported. The OG/CC delegates responsibility of a position/agency who determines the runway surface condition.

8.5.4.6. (Added)(AETC) When any aircrew member or air traffic controller determines safety of flight may be jeopardized. In these cases, apply appropriate separation standards published in FAAO 7110.65.

8.6. Specific coordination procedures shall be outlined in a LOP to ensure accurate reporting and coordination for nonstandard instrument final operations.

10.3. Send training OIs to [HQ AETC/DOYF](#) for review and approval prior to implementation.

10.3.1. Outline CATCA responsibilities only if applicable to your duty location and operational requirements.

10.3.9. Identify controller responsibilities for weather support personnel orientation in accordance with AFMAN 15-135, *Combat Weather Team Operations*, paragraph 1.4.4.1.

11.4.4. Unqualified 13M1 officers may not work in a position unmonitored.

11.4.4.3. Apprentice controllers will not work in a position unmonitored until they have achieved at least one position certification towards the 364 or 056 SEI. The following additional restrictions apply to apprentice controllers working in a position unmonitored:

11.4.4.3.1. (Added)(AETC) After a position certification is obtained, trainees must have at least six hours of additional monitored position time, in the position certified, before being allowed to work unmonitored.

11.4.4.3.2. (Added)(AETC) Apprentice controllers may only work unmonitored during watch supervisor concept.

11.4.4.3.3. (Added)(AETC) Apprentice controllers may not work any positions combined.

11.4.4.3.4. (Added)(AETC) In radar facilities, apprentice controllers must be certified in the radar control position and its associated assistant position, before working the radar control position unmonitored.

11.4.4.3.5. (Added)(AETC) Under no circumstances will two unmonitored apprentice controllers work in a scope and accompanying assist position simultaneously.

11.4.4.3.6. (Added)(AETC) Apprentice controllers must maintain proficiency in all certified position in accordance with facility directives.

11.4.4.4. The total number of stop training days will not exceed 60 days. This limitation does not include previous stop training days the trainee may have incurred prior to being qualified to work unmonitored. Track positions a trainee is authorized to work unmonitored, and the total stop training days in the TRB minutes.

11.5. Units requesting MAJCOM training extensions shall include the following information in an official memo in their request:

11.5.1. (Added)(AETC) Total number of days authorized for the position.

11.5.2. (Added)(AETC) Total number of extension days the CCTLR has already granted.

11.5.3. (Added)(AETC) Total number of MAJCOM training days the unit is requesting.

11.5.4. (Added)(AETC) Whether the trainee is in EDIT status.

11.5.5. (Added)(AETC) Date the trainee entered EDIT status.

11.5.6. (Added)(AETC) Frequency of training evaluations.

11.5.7. (Added)(AETC) Areas the trainee is having difficulty applying or understanding.

11.5.8. (Added)(AETC) Corrective actions to be taken by the training team.

11.7.1.2. As a minimum, identify the CFETP STS item number.

11.7.1.5. Include calendar days remaining for the current block of instruction.

12.2.2. Individuals certified in AFJQS 1C1X1-002 prior to 1 Oct 02 need not document AT-M-05 completion on AF Form 623, Section II.

12.2.3. Individuals certified in AFJQS 1C1X1-002 prior to 1 Oct 02 need not document AT-M-04 completion on AF Form 623, Section II.

12.7. Apply the same criteria for qualified apprentice controllers (paragraph 11.4.4) to combat controllers who have never held a position certification in another ATC facility.

13.2.1.1. Add TR: FAAO 7110.65, CBT-R-10.

13.2.1.3. The operations group commander will ensure controllers receive annual briefings on the characteristics and limitations of aircraft that the facility normally serves. Develop, update, and provide a current, detailed briefing to all locally assigned controllers. Briefings will include, but are not limited to:

13.2.1.3.1. (Added)(AETC) Effects of external factors on aircrews, such as weather, ATC delays, airfield conditions, landing surface requirements, cockpit, and instrument design, etc.

13.2.1.3.2. (Added)(AETC) Communications and navigation capabilities.

13.2.1.3.3. (Added)(AETC) Normal patterns, approach, departure, landing speeds.

13.2.1.3.4. (Added)(AETC) If applicable, no-flap, engine out patterns, approach, departure, landing speeds.

13.2.1.3.5. (Added)(AETC) Common and critical emergency conditions and procedures. **NOTE:** The operations group commander may establish a flight simulator orientation program for locally assigned controllers. The program should include flight instrumentation orientation, factors increasing pilot workload, and practical use checklists. If possible, a ride in the simulator or an actual orientation ride in wing aircraft is encouraged. Where appropriate, include key FAA personnel supporting wing operations. For guidance concerning familiarization flights for FAA and Air Force controllers, see AFI 11-401, *Flight Management*.

13.2.1.9. Nonradar training applies to all controllers possessing a scope position certification with the exception of RFC (for example, military operations area monitor, departure, etc.)

**13.2.1.17. (Added)(AETC) Precision Approach Critical Areas.** Conduct semiannually. TR: AFI 13-203 and LOPs. At a minimum, training will include requirements, definitions, controls, phraseology, and local operational procedures (for example, automatic terminal information service [ATIS], weather [WX], vehicle control, etc.)

**13.2.1.18. (Added)(AETC) Control Tower Self-Lowering Device.** Where installed, conduct annually. TR: LOPs, operations manual for self-lowering device, followed by practical evaluations. The practical evaluation will include setting up the self-lowering device and donning the harness. Lowering to the ground is not necessary to complete the practical evaluation.

14.3. **NOTE:** May only work unmonitored during WS concept. Refer to FAR 65.95(c) to define supervision.

14.7. The CSE/TSN will develop a local checklist for conducting facility evaluations.

14.7.1. (Added)(AETC) For facilities without established crews, the CSE/TSN ensures each watch supervisor is evaluated quarterly.

15.1. Notify HQ AETC/DOYF whenever a controller's ATC specialist (ATCS) certificate is suspended pending withdrawal. Include name, rank, and facility of assignment. Forward withdrawal packages within 30 days of the date of suspension. Address any delay in forwarding packages in the commander's cover letter. Forward a courtesy copy of each withdrawal package to HQ AETC/DOYF.

16.1. HQ AFFSA/XAOT will distribute two copies of the AOF web program to each base through distribution X. One copy each for airfield management and ATC. Obtain additional copies from HQ AETC/DOYF if needed. Units should make every attempt to load the AOF web program on a local area network (LAN), and obtain administrator rights/privileges for CATCT/TSN and assistants in order to provide controllers/base operations specialists with updated and current information.

16.2.1. Coordinate requests for training from outside agencies (for example, Tinker ESC OL-D/E) through HQ AETC/DOYF.

17.2.2.2. Maintain all position certification, facility rating suspensions, and special evaluations in this section.

17.3.1. Mandatory recurring training shall be preprinted on the AF Form 1098, **Special Task Certification and Recurring Training**, indicating the designated months - applicable.

17.6. SF Form 1164, **Claim for Reimbursement for Expenditures on Official Business**, AF Form 623A, **On-The-Job Training Record – Continuation Sheet**, AF Form 1098, **Special Task Certification and Recurring Training**, AF Form 3645, **PDIP Submission Form**.

WILLIAM M. FRASER III, Brigadier General, USAF  
Director of Operations

***Attachments (Added)(AETC)***

- 11. AETC Operations Memorandum Format
- 12. Facility Manpower Requirements
- 13. Reduced Same Runway Separation (RSRS)
- 14. LOP Checklist



**Attachment 11 (Added)(AETC)**

**AETC OPERATIONS MEMORANDUM FORMAT**

**DEPARTMENT OF THE AIR FORCE**

(Organizational Header)

(Location)

(PARTIES TO THE AGREEMENT – ALL CAPS)

**OPERATIONS LETTER**

SUBJECT:

EFFECTIVE DATE:

1. Organize your operations memorandum in standard Air Force memorandum style.
  - a. Record appropriate signatories on all original records.
  - b. MAJCOM OPR must approve the memorandum prior to the implementation.
  - c. Forward all procedural changes to the memorandum MAJCOM OPR for approval prior to implementing changes.
2. Post changes, if applicable, behind the original memorandum.
  - a. An operations memorandum should normally be revised after the second change request.
  - b. Post the MAJCOM approval memorandum behind the operations memorandum and changes.
3. Include all appropriate signature blocks.

Name, Grade, USAF  
Title

Name, Grade, USAF  
Title

**Attachment 12 (Added)(AETC)****FACILITY MANPOWER REQUIREMENTS**

**A12.1. (Added)(AETC) Manpower Authorizations.** The ATC facility operations information listed in Table A12.1 (Added)(AETC), establishes AETC ATC facility manpower authorizations by individual base and facility. The manpower authorizations are based on validated facility operating positions, and the MAJCOM approved published operating hours required to perform advertised ATC services. Authorizations are in accordance with Air Force Manpower Standard 13E1, *Airfield Operations (AO) Flight*. **NOTE:** Due to long-term staffing shortages, some current facility operating hours have been temporarily amended. The information listed in Table A12.1 has not been amended. The information is based on approved operating hours and operating position information validated by MAJCOM in 1996.

A12.1.1. (Added)(AETC) To compensate for extended flying outside of published hours during the summer flying periods, an additional 4 operating hours per day, Monday – Friday, have been added to the following bases: Vance, Columbus, Laughlin, and Sheppard AFBs.

A12.1.2. (Added)(AETC) Command position manning requirements during wing flying (paragraphs 2.9.1 and 2.9.2 of this supplement) have been applied to all facility manning requirements.

A12.1.3. (Added)(AETC) Forward all changes to published facility operating hours to [HQ AETC/DOYF](#).

**Table A12.1. (Added)(AETC) Facility Staffing Authorizations.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Base</b>	<b>Facility</b>	<b>Number of Positions</b>	<b>Hours Required (Weekdays vs Weekends)</b>
<b>1</b>	Altus	Tower	4 (WS Concept)	16 (weekdays)
<b>2</b>			1 (Coordinator)	8 (weekdays)
<b>3</b>			2 (Mid/SC Concept)	
<b>4</b>			2 (SC Concept)	24 (weekends)
<b>5</b>		RAPCON	9 (WS Concept)	16 (weekdays)
<b>6</b>			3 (Mid/SC Concept)	8 (weekdays)
<b>7</b>			2 (SC Concept)	24 (weekends)
<b>8</b>	Columbus	Tower	4 (WS Concept)	16 (weekdays)
<b>9</b>			2 (SC Concept)	8 (weekends)
<b>10</b>		RAPCON	18 (WS Concept)	16 (weekdays)
<b>11</b>			6 (SC Concept)	8 (weekends)
<b>12</b>	Keesler	Tower	4 (WS Concept)	10 (weekdays)
<b>13</b>			2 (SC Concept)	6 (weekdays)
<b>14</b>			1 (Mid On-call)	8 (weekdays)
<b>15</b>			2 (SC Concept)	16 (weekends)
<b>16</b>			1 (Mid On-call)	8 (weekends)
<b>17</b>	Lackland	Tower	4 (WS Concept)	15 (weekdays)
<b>18</b>			2 (SC Concept)	9 (weekdays)
<b>19</b>			3 (SC Concept)	15 (Weekends)
<b>20</b>			2 (SC Concept)	9 (Weekends)
<b>21</b>	Laughlin	Tower	4 (WS Concept)	16 (weekdays)
<b>22</b>			2 (SC Concept)	5 (weekends)

I T E M	A	B	C	D
	Base	Facility	Number of Positions	Hours Required (Weekdays vs Weekends)
23	Little Rock	RAPCON	16 (WS Concept)	16 (weekdays)
24			6 (SC Concept)	5 (weekends)
25		Tower	4 (WS Concept)	16 (weekdays)
26			1 (Coordinator)	8 (weekdays)
27			2 (Mid Shift)	8 (weekdays)
28			2 (SC Concept)	8 (weekends)
29		RFC	2 (SC Concept)	8 (weekdays)
30	Luke	Tower	4 (WS Concept)	16 (weekdays)
31			1 (Coordinator)	
32			2 (SC Concept)	10 (weekends)
33		RAPCON	14 (WS Concept)	16.5 (weekdays)
34			4 (SC Concept)	16.5 (weekdays)
35	Maxwell	Tower	4 (WS Concept)	8 (weekdays)
36			3 (SC Concept)	9 (weekdays)
37			2 (SC Concept)	17 (weekends)
38	Randolph	East Tower	4 (WS Concept)	16 (weekdays)
39			1 (SILLS)	12 (weekdays)
40			1 (Mid Shift)	8 (weekdays)
41			2 (SC Concept)	12 (weekends)
42			1 (Mid Shift)	6 (weekends)
43		West Tower	4 (WS Concept)	12 (weekdays)
44			1 (SILLS)	12 (weekdays)
45	Sheppard	Tower	4 (WS Concept)	19 (weekdays)
46			2 (SC Concept)	15 (Saturday)
47			4 (WS Concept)	15 (Sunday)
48		RAPCON	16 (WS Concept)	16 (weekdays)
49			6 (SC Concept)	15 (Saturday)
50			9 (WS Concept)	15 (Sunday)
51	Tyndall	Tower	4 (WS Concept)	16 (weekdays)
52			1 (Coordinator)	
53			2 (Mid Shift/SC Concept)	8 (weekends)
54			2 (SC Concept)	16 (weekends)
			1 (SC Concept)	8 (weekends)
55		RAPCON	15 (WS Concept)	16 weekdays)
56			6 (SC Concept)	16 (weekends)
57	USAFA	Academy Tower	4 (WS Concept)	14 (weekdays)
58			2 (SC Concept)	14 (weekends)
59		Skytrain Tower	2 (SC Concept)	14 (weekdays)
60	Vance	Tower	4 (WS Concept)	16 (weekdays)
61			2 (SC Concept)	8 (weekends)
62		RAPCON	17 (WS Concept)	16 (weekdays)

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Base</b>	<b>Facility</b>	<b>Number of Positions</b>	<b>Hours Required (Weekdays vs Weekends)</b>
<b>63</b>			3 (SC Concept)	8 (weekends)

**Attachment 13 (Added)(AETC)****REDUCED SAME RUNWAY SEPARATION (RSRS)**

**A13.1. (Added)(AETC) Authority.** FAA Order 7110.65 authorizes RSRS standards for military aircraft. The intent is to allow RSRS between arrival following arrival, arrival following departure, and departure following departure. These specific instances have Category I, II, and III separation criteria established in FAAO 7110.65. The category separation may be reduced. For an initial departure following arrival, a preceding landing aircraft, regardless of category, must be clear of the runway before the departure begins takeoff roll (FAAO 7110.65). There is no RSRS for an initial departure following arrival operation.

A13.1.1. (Added)(AETC) AETC operations group commanders are delegated authority to enter into agreements with non-AETC aircraft permanently or temporarily assigned to use AETC RSRS. It is the non-AETC organization representative's responsibility to complete required coordination required by their parent MAJCOM. Forward all RSRS agreements involving non-AETC aircraft to AETC/DOYF for approval prior to implementation.

**A13.2. (Added)(AETC) RSRS Operations for Similar Trainer-Type Aircraft:**

A13.2.1. (Added)(AETC) Similar trainer-type RSRS may ONLY be applied using alternate runway side procedures. Use of alternate runway side procedures is an aircrew responsibility and must be addressed in a LOP. **NOTE:** T-1 and C-130 aircraft do not use alternating runway side procedures.

A13.2.2. (Added)(AETC) Similar trainer-type aircraft are defined as aircraft with the same airframe, for example, T-38-to-T-38 or AT-38, T-1-to-T-1, T-37 to T-37, T-6 to T-6.

A13.2.3. (Added)(AETC) T-37 and T-6 aircraft are considered to be similar type airframes.

A13.2.4. (Added)(AETC) Separation standards. **NOTE:** Separation is measured between the trailing aircraft in the lead flight and the lead aircraft in the trailing flight.

A13.2.5. (Added)(AETC) 3000 feet minimum separation required or preceding aircraft is airborne for:

A13.2.5.1. (Added)(AETC) Full stop (FS) behind FS, low approach (LA) or touch and go (TG).

A13.2.5.2. (Added)(AETC) LA behind LA or FS.

A13.2.5.3. (Added)(AETC) TG behind TG or LA.

A13.2.5.4. (Added)(AETC) Single ship FS or LA behind a preceding formation flight if both formation aircraft are positioned on the cold (exit) side of the runway (includes flights landing from the overhead pattern after spacing achieved at break point).

A13.2.6. (Added)(AETC) 6000 feet minimum separation required or preceding aircraft is airborne for (**NOTE:** Separation is measured between the trailing aircraft in the lead flight and the lead aircraft in the trailing flight.):

A13.2.6.1. (Added)(AETC) T-1 FS, LA or TG behind T-1.

A13.2.6.2. (Added)(AETC) LA behind TG.

A13.2.6.3. (Added)(AETC) TG behind FS.

A13.2.6.4. (Added)(AETC) All situations where alternate runway side procedures are not or cannot be employed.

A13.2.6.5. (Added)(AETC) Formation flight (holding hands) FS behind a preceding single ship or formation flight.

**A13.3. (Added)(AETC) RSRS Operations for Dissimilar Trainer-Type Aircraft:**

A13.3.1. (Added)(AETC) Dissimilar trainer-type aircraft are defined as a mix of different airframes; for example, T-38 or AT-38 to T-37, T-1 to T-38.

A13.3.2. (Added)(AETC) The RSRS for dissimilar trainer-type aircraft is 6,000 feet minimum in all cases.

**A13.4. (Added)(AETC) RSRS Operations for Similar Fighter-Type Aircraft:**

A13.4.1. (Added)(AETC) Similar fighter-type aircraft are defined as aircraft with the same airframe, for example, F-15-to-F-15, F-16-to-F-16, etc.

A13.4.2. (Added)(AETC) Separation standards.

A13.4.2.1. (Added)(AETC) 3000 feet minimum separation required or preceding aircraft is airborne for:

A13.4.2.1.1. (Added)(AETC) FS behind FS, LA or TG.

A13.4.2.1.2. (Added)(AETC) LA behind LA or FS.

A13.4.2.1.3. (Added)(AETC) TG behind TG or LA.

A13.4.2.2. (Added)(AETC) 6000 feet minimum separation required or preceding aircraft is airborne for:

A13.4.2.2.1. (Added)(AETC) LA behind TG.

A13.4.2.2.2. (Added)(AETC) TG behind FS.

A13.4.2.2.3. (Added)(AETC) Single ship following formation FS.

**A13.5. (Added)(AETC) RSRS Operations for Dissimilar Fighter-Type Aircraft:**

A13.5.1. (Added)(AETC) Dissimilar fighter-type aircraft are defined as a mix of different airframes, for example, F-15 to F-16.

A13.5.2. (Added)(AETC) The RSRS for dissimilar fighter-type aircraft is 6,000 feet minimum in all cases.

**A13.6. (Added)(AETC) LA or TG Behind FS.** For all situations involving LA or TG behind FS, aircraft will not over fly aircraft on the runway. Responsibility for ensuring compliance rests with the pilot.

**A13.7. (Added)(AETC) United States Air Force Academy (USAF) RSRS.** The following RSRS is established for USAFA operations only:

**A13.7.1. (Added)(AETC) TG-7/11/14 RSRS:**

A13.7.1.1. (Added)(AETC) Ensure 2000 feet minimum separation between successive operations.

A13.7.1.2. (Added)(AETC) Ensure 2000 feet minimum separation between a TG-7/11/14 and a preceding tow plane.

A13.7.1.3. (Added)(AETC) Ensure 3000 feet minimum separation between a TG-7/11/14 and a preceding sailplane.

**A13.7.2. (Added)(AETC) Tow Plane RSRS:**

A13.7.2.1. (Added)(AETC) Ensure 1000 feet minimum separation between successive tow plane arrivals.

A13.7.2.2. (Added)(AETC) Ensure 1000 feet minimum separation between a tow plane and a preceding TG-7/11/14.

A13.7.2.3. (Added)(AETC) Gliders must be beyond the end of runway (EOR) line before a tow plane crosses the landing threshold on the same runway.

A13.7.2.4. (Added)(AETC) Ensure 3000 feet minimum separation between a tow plane and a preceding category 1 aircraft.

**A13.7.3. (Added)(AETC) UV-18 Runway Separation Standards.** Ensure full runway separation between UV-18s and all other aircraft.

**A13.7.4. (Added)(AETC) TG-3/4/9/10 RSRS:**

A13.7.4.1. (Added)(AETC) Ensure the preceding glider rolls beyond the EOR line before the second glider crosses the landing threshold. A succeeding glider must stop at least 200 feet behind the first glider when "cleared to land." (Separation is the pilot's responsibility.)

A13.7.4.2. (Added)(AETC) Three gliders may land consecutively on runways 16/34 center during weather recall or put away.

A13.7.4.3. (Added)(AETC) Ensure 1500 feet minimum separation between a preceding tow plane and a glider on the same runway.

A13.7.4.4. (Added)(AETC) Ensure 2000 feet minimum separation between a preceding TG-7/11/14 and a glider on the same runway.

A13.7.5. (Added)(AETC) RSRS is not authorized for runway 08/26 operations during alternate ATC facility operations.

**A13.8. (Added)(AETC) Little Rock AFB AETC C-130 RSRS:**

**A13.8.1. (Added)(AETC) General Procedures:**

A13.8.1.1. (Added)(AETC) Weather at or above 1500-foot ceiling and 3 miles visibility.

A13.8.1.2. (Added)(AETC) RSRS may not be applied when:

A13.8.1.2.1. (Added)(AETC) Aircraft (succeeding or preceding) are cleared for the option (except full stop behind an option), or the preceding aircraft is cleared for a stop and go.

A13.8.1.2.2. (Added)(AETC) Aircraft are cleared for a low approach behind a touch and go, or touch and Go behind a full stop.

A13.8.1.2.3. (Added)(AETC) When any aircraft involved has declared an emergency.

**A13.8.2. (Added)(AETC) Separation Standards:**

A13.8.2.1. (Added)(AETC) Single aircraft - 5000 feet minimum separation.

A13.8.2.3. (Added)(AETC) When a formation is involved – 6000 feet minimum separation.

**A13.9. (Added)(AETC) Night Operations.** During night operations, RSRS is 6,000 feet minimum, if the controller can see the aircraft involved and determine distances by references to suitable nighttime landmarks (lighted distance markers, etc.). Otherwise, standard FAA separation will apply.

**A13.10. (Added)(AETC) Deployed Aircraft.** Deployed aircraft are authorized RSRS if an approved memorandum of agreement (MOA) exists between the host wing and the deployed unit. Forward the MOA to HQ AETC/DOYF for MAJCOM review and approval before implementation. The host wing will ensure a detailed RSRS briefing is conducted for deployed aircrews prior to beginning local flying operations.

**A13.11. (Added)(AETC) Wake Turbulence Separation.** RSRS does not relieve the pilot of responsibility for wake turbulence separation when maintaining visual separation or operating under VFR. He or she must accept or reject RSRS. The pilot must inform ATC as soon as possible when RSRS cannot be accepted.

**A13.12. (Added)(AETC) Deviations.** Any local deviations that are less restrictive than the RSRS standards above must be forwarded to HQ AETC/DOYF for coordination and approval before implementation. Approval authority is HQ AETC/DO.

**A13.13. (Added)(AETC) Training.** Wing commanders will ensure all assigned aircrews and air traffic controllers are thoroughly trained on local RSRS standards.



**Attachment 14 (Added)(AETC)**  
**LOP CHECKLIST**

**Legend:**

OI—Operating Instruction

T/R Ops Memo—Tower/Radar Operations Memorandum

MOA—Memorandum of Agreement

AOI—Airfield Operations Instruction

Ops Memo—Operations Memorandum

OPLAN—Operations Plan

Paragraph	Requirement	LOP
1.7	Chief controllers (CCTLR) will ensure appropriate publications necessary to provide ATC services are available in each facility.	Facility OI
1.7 Supplement	Maintain an index of required publications in each facility operating instruction.	Facility OI
1.8.4	Publish an airfield operations instruction (AOI) that provides guidance regarding all activities on the airfield and in the terminal environment, which directly affect flying operations.	AOI
2.1.3.1.1	Establish a program and procedures to ensure controllers maintain proficiency.	Facility OI
2.1.3.1.2 Supplement	Outline facility staffing requirements in an LOP.	Facility OI
2.1.3.1.3	Outline requirements for preduty familiarization briefings and procedures and publish in a facility operating instruction.	Facility OI
2.1.3.1.5	CCTLRs will define responsibilities and functions of each operating position.	Facility OI
2.10	Specify local procedures in an LOP to ensure compliance with medical requirements.	Facility OI
3.1.3.2	CCTLRs shall define/list approved local abbreviations in a facility operating instruction.	Facility OI
3.1.3.3 Supplement	The CCTLR specifies which form to use, and procedures for logging position times. Specify procedures in the facility operating instruction.	Facility OI
3.2.2	Publish procedures for reviewing CDR tapes/discs in a facility operating instruction.	Facility OI
3.3.4.6	Publish intersection takeoff diagram in the base airfield operations instruction.	AOI
4.1.1	The CCTLR will set up procedures for opening and closing facilities that operate less than 24 hours a day, 7 days a week, and include these procedures in an LOP coordinated with the ATC facility that has IFR jurisdiction.	Facility OI and MOA
4.1.1.1	The OG/CC may authorize standby hours instead of staffing the GCA or RFC facility continuously. Outline response time requirements, periodic equipment checks, and notification methods in an LOP.	AOI, Facility OI, and MOA

<b>Paragraph</b>	<b>Requirement</b>	<b>LOP</b>
4.2	CCTLRs must define procedures for consolidating positions in an LOP.	Facility OI
4.4 (see also 2.1.3.1.3)	CCTLRs will establish an LOP outlining requirements for preduty familiarization briefings and procedures that provide for smooth transition from one crew to the next.	Facility OI
4.5.3	The OG/CC will determine if controllers should provide variable wind information to support the wing-flying mission. Publish this requirement in the base airfield operations instruction.	AOI
4.5.4	Wind sensors shall be selected for the approach end of runway unless operational advantage will result from other setting. Advise pilot if reported winds are from other than the approach end of runway. This may be accomplished by including information on the ATIS broadcast and pilots advise they have current ATIS information. Define procedures in a LOP.	AOI
4.8	Specify alternate communications procedures in a LOP.	Facility OI
4.9	Define radar and tower coordination procedures in a LOP.	T/R Ops Memo
4.9.1.1.1	The distances from touchdown or end of runway specified below for the amber and green lights are minimum. Adjust distances outward, if necessary, to meet local operating conditions in an LOP.	T/R Ops Memo
4.9.2	At locations without an installed radar and tower coordination system, establish procedures that ensure tower controllers receive information in accordance with paragraph 4.9.3.1.1.	T/R Ops Memo
4.9.4.2	When QUICK LOOK is used to coordinate arrivals, the LOP governing tower/radar coordination must specify procedures.	T/R Ops Memo
4.10	Minimum Distance Without Final Clearance. These requirements must be contained in an LOP between the tower and the servicing radar facility.	T/R Ops Memo
4.11	Define opposite direction procedures in the base airfield operations instruction; and MOA if the FAA provides radar services.	AOI and MOA
4.14.1	If controllers do not activate the Primary Crash Alarm System (PCAS), the ATC facility notifies a single named, base agency, and the ARTCC or appropriate host nation equivalent. Define procedures in an LOP.	AOI
4.15	The AOF/CC identifies a single ATC facility, in writing, as the NOTAM monitor facility.	AOI
5.10.5.5.1.4	Establish automatic termination areas for arriving aircraft one mile or less from the runway threshold, or at satellite airports, the minimum radar coverage range/altitude, whichever is greater.	Facility OI
5.10.5.5.1.5	Identify which operating position is responsible for determining if automatic acquisition of a departure track has occurred in an LOP.	Facility OI

<b>Paragraph</b>	<b>Requirement</b>	<b>LOP</b>
5.10.5.6.1	CCTLRs shall ensure that aural test of the MSAW speakers located in the operational positions are included as part of the equipment checklist required during each watch.	Facility OI
5.10.5.10.1	CCTLRs shall develop and maintain current detailed procedures in a LOP for transition to and from the various automated and nonautomated modes of operation.	Facility OI
5.10.5.11	Radar Selection Procedures. CCTLRs shall develop and maintain current detailed procedures for selection of radar sites in a LOP.	Facility OI
5.10.5.12	Multi-Sensor Radar Operations. CCTLRs shall develop detailed procedures for selection and use of multi-sensor radar operations.	Facility OI
5.11.3	For sites equipped with STARS, facility CCTLRs shall specify procedures for using optional maps in an LOP.	Facility OI
6.1.4	Light gun operational checks must be accomplished at least once per day and when practical with aircraft or vehicles.	Facility OI
6.2	According to FAAO 7110.65, control tower personnel determine the runway in use, unless procedures in an LOP delegate this function to another agency.	AOI
6.2.1	Coordinate with terminal radar facilities before changing the runway in use.	AOI and T/R Ops Memo
6.2.2	Notify the terminal radar facility, base operations, base weather facility, and ARTCC (if appropriate) when the runway change is complete.	AOI and T/R Ops Memo
6.3	Specific ATC approval is required prior to entry into controlled movement areas (defined in the base AOI) in accordance with AFI 13-204, paragraph 5.6.	AOI
6.4	Incorporate the maximum safe wind velocity in the base airfield operations instruction and use to guide control tower evacuation plans. The tower CCTLR establishes local tower evacuation procedures in an LOP.	AOI and Facility OI
6.5.5 and 6.5.5.3	MAJCOMs may authorize the use of the tower radar displays to ensure separation between successive departures, between arrivals and departures, and between over flights and departures within the surface area for which the tower has responsibility only if an LOP exists with the IFR facility having control jurisdiction, clarifying the additional functions tower is authorized to perform.	AOI, T/R Ops Memo, and/or MOA
6.5.7 Supplement	Outline procedures in a LOP.	Facility OI
6.7	Locations that use the overhead pattern must develop local procedures and coordinate ATC/aircrew requirements to protect the overhead pattern. Publish procedures and coordination requirements in an LOP.	AOI and Facility OI
6.10.1	When conditions require USAF VFR towers to operate within Class C airspace, the minimum provisions for providing VFR tower services must be covered in an LOP	AOI, T/R Ops Memo, and/or MOA

Paragraph	Requirement	LOP
	with the servicing radar agency:	
7.3	CCTLRs must provide written guidance for use of the AN/TPX-49A during equipment checks, and when verifying beacon range accuracy before providing secondary radar-only service during temporary primary radar outage conditions.	Facility OI
7.3.2	When beacon displacement is elected, issue a facility directive specifying the standard relationship between primary returns and the beacon control slash of secondary returns.	Facility OI
7.4.1	CCTLRs will determine which returns to use as a temporary replacement for the bracketing reflectors.	Facility OI
7.4.2	If the system can track the reference reflector, but the controller cannot view or manipulate track symbols, the system may still be used in the scan-only mode if it is flight checked, and procedures are detailed in local directives.	Facility OI
7.5.1	During temporary loss or nonavailability of the tracking symbology, and the controller can verify the radar is otherwise operating normally, the controller may use scan only video to conduct radar approaches provided limitations and procedures are published in an LOP.	Facility OI
7.8	Where the capability exists, the OG/CC will determine whether or not there is a requirement to monitor approaches at their locations.	AOI
7.8.1	Where PAR, ILS, MLS, and visual glide slope indicators are not coincident, publish the deviation in the IFR supplement.	IFR Supplement
7.8.2	When the mission warrants simultaneous approach monitoring, the CCTLR will outline procedures in an LOP.	Facility OI
7.10	Radar controllers must be familiar with commissioning flight check and minimum performance data. Chief controllers will make this information readily available to the controllers.	Facility OI
7.11	If a requirement exists, terminal ATC radar facilities perform radar surveillance functions to support early warning or ensure safe passage of friendly aircraft. Describe controller priorities and procedures, coordination requirements, and areas of responsibility in an LOP.	AOI
7.13	CCTLRs must define procedures in an LOP to notify maintenance personnel when wind forecasts exceed system operational capabilities.	Facility OI and ATC/Maint Ops Memo
7.15.1	When a DVA is established, the CCTLR shall prepare a facility operating instruction.	Facility OI
7.16	The CCTLR develops airspace sectorization based on predominant traffic flows, altitude strata, and controller workload.	Facility OI

Paragraph	Requirement	LOP
7.17	The OG/CC specifies the wing's multiple RFC requirements (more than one RFC position), and ensures enough approaches are flown to maintain controller proficiency. Detail the multiple RFC requirements in the base airfield operations instruction.	AOI
7.19	When the ASR display is out of service, PAR services may continue if the AOF/CC establishes procedures in an LOP.	T/R Ops Memo, and/or MOA
7.20	CCTLRs will establish an LOP for notification of personnel working in or around radar units during turn-around operations.	T/R Ops Memo and Facility OI
7.21.7.1	A facility operating instruction must be developed.	Facility OI
7.21.7.2	Develop local procedures between tower and approach to permit VFR arrival/departure operations in the event that VFR sequencing services normally provided to the primary airport cannot be accomplished.	T/R Ops Memo, MOA
7.21.8	An MOA with the host ARTCC is required prior to implementing CENRAP.	MOA
7.22	FAA/USAF contingency plan agreements.	MOA
8.2	Aircraft Arresting Systems. Where the Air Force is responsible for control tower services, an LOP exist.	AOI and/or ATC/CE Ops Memo
8.3	When the SOF performs duties in an ATC facility, describe details in an LOP.	AOI
8.4	The OG/CC establishes local aircraft operational priorities in the base AOI.	AOI
8.5.2	Develop unit level application of RSRS by affected air traffic control personnel and user units, and specifically outline in either the base AOI, or a wing operations letter.	AOI
8.5.3	Use of RSRS (if applicable) when authorized by OG/CC.	AOI
8.6.1	Coordinate radar in-trail recovery procedures through the AOF, operations group (and host nation, if required,), approve by the MAJCOM, and detail in the base AOI.	AOI
8.7	An LOP must define the base response to hijack or theft attempts, and identify a single base agency to receive ATC notification.	AOI and/or OPLAN
8.8	Establish departure/inbound procedures for minimum-communications and communications-out operations in an LOP.	AOI and/or MOA
8.11.1	Define operational/procedural needs to conduct parachute jump operations in an LOP with parachute jump organizations or responsible individuals.	AOI and/or MOA
9.1.2	When traffic patterns for two or more airfields are close together or overlap, coordinate letters of agreement regarding safe operations.	MOA
10.3	Effective training requires the execution of a detailed training OI. An effective training OI must establish policy and procedures for implementing the specific training program,	Training OI

<b>Paragraph</b>	<b>Requirement</b>	<b>LOP</b>
	and define the responsibilities of all personnel involved in the program.	
13.2	CCTLRs must establish procedures for personnel returning from TDYs, duty not involving controlling (DNIC), and leaves to receive training missed during their absences.	Facility OI

#### **Recurring Items for Unit Submission to MAJCOM**

<b>Paragraph</b>	<b>Requirement</b>	<b>MAJCOM Suspense</b>
3.5.1.1	ATARS Traffic Count	NLT 10 workdays after quarter ends
11.8.2	Apprentice Controller Database	NLT 5 <sup>th</sup> calendar day of the quarter
1.3.1.4	Waiver Requests	NLT 60 days prior to waiver expiration
2.9.4.1.1.2	Monthly ATC Staffing Report	No later than the last duty day of each month